



# CITY OF HOUSTON

## Job Posting

DJB	
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> ADMINISTRATIVE ASSISTANT
3	<b>Posting Number</b> PN# 110820
4	<b>Department</b> PARKS AND RECREATION
5	<b>Division</b> RECREATION & WELLNESS
6	<b>Section</b> YOUTH TENNIS
7	<b>Reporting Location</b> 1500 MEMORIAL DRIVE*
8	<b>Workdays &amp; Hours</b> M - F, 8 a.m. - 5 p.m.*
Subject to change	
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:</b> This individual will assist the Tennis Managers. Research, develop, and interpret fiscal, personnel and operational practices for the section. Coordinate tennis office daily operations including inquiries from the public, interaction with vendors, partners and department personnel, and communicating requirements with clients and tennis staff. Prepare, enter and track requisitions and purchase orders for tennis section including recreational supplies and resale merchandise for three municipal tennis centers. Prepare and track GHRS payroll for youth tennis and tennis center personnel as well as grant-related youth tennis payroll for seasonal instructors. Provide training and guidance to staff in maintaining mission and goals of the Division. Interpret and basic rules, regulations, policies and procedures in day-to-day operations. Coordinate. and assist in preparation of promotional brochures, marketing strategies, and volunteer management to encourage program success; professional in all aspects of program delivery. Perform other duties as requested.
10	<b>WORKING CONDITIONS</b> This position is physically comfortable; the individual has some discretion about walking, standing, etc.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> A Bachelor's degree in Business Administration, Liberal Arts, or a related field is required. Professional administrative experience may be substituted for the above education requirements on a year for year basis.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirements on a year for year basic.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).
14	<b>PREFERENCES</b> Preference will be given to applicants with tennis industry and working with community organizations.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
16	<b>SAFETY IMPACT POSITION</b> If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 17 \$992.00 - \$1,404.00 Biweekly \$25,792.00 - \$36,504.00 Annually</div>
18	<b>OPENING DATE</b> June 7, 2006
19	<b>CLOSING DATE</b> June 13, 2006
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided</b>  An equal opportunity employer